

SFA/School _____ Month _____ Year _____

DAILY MEAL COUNT SHEET

Vermont Department of Education, Child Nutrition Programs

Instructions: Follow the instructions on the back of this sheet. Use information from all forms in SFA to complete Lines 6 and 7.a.-d. on the *Claim for Reimbursement* form.

[illegible]

INSTRUCTIONS FOR COMPLETING THE DAILY MEAL COUNT SHEET

There are several acceptable ways to count the number of meals served by category each day. (Refer to USDA's *Meal Counting and Claiming Manual*). Whatever system you use, the daily totals need to be entered on the *Daily Meal Count Sheet* **each day**.

- ◁ Keep a separate Daily Meal Count Sheet for each school in the school food authority.
- ◁ Use the left-hand column of the Daily Meal Count Sheet as a calendar and enter the meal counts for the corresponding date.
- ◁ Draw a line across the page through all columns for days school is not in session (or write across the sheet on these lines).
- ◁ Total the columns at the end of the calendar month. Total figures across each line and down each column in each section of the form (Lunch, Breakfast, Milk) to double-check your math.

If your school food authority (SFA) consists of only one school, you will only need the sheet from that school to complete the *Claim for Reimbursement*. If you are a school food authority with more than one school you will need to consolidate the *Daily Meal Count Sheet* information from all schools onto one *Daily Meal Count Sheet* for the entire SFA. The totals from your consolidated CFR-1 form (*Daily Meal Count Sheet*) are entered on your *Claim for Reimbursement* form.